



## Quick Reference Sheet: Reporting Educator Misconduct to the State<sup>1</sup>

### Director Reporting Obligations

State law and State Board rules on educator licensure discipline state that it is the responsibility of the Director of Schools to inform the Tennessee State Board of Education (the "Board") of licensed educators who have been suspended or dismissed, or who have resigned, following allegations of conduct, including sexual misconduct, which would warrant consideration for licensure action.

The Director of Schools is also required to report licensed educators with felony convictions and convictions for any offenses set forth in the rule within thirty (30) days of receiving knowledge of the conviction. All reports shall be submitted to the Board within thirty (30) days of the suspension, dismissal, or resignation.

Reports must be submitted using the forms developed by TDOE:

- [Initial Director's Reporting Form](#)
- [Director's Final Reporting Form](#)

Please note that the Initial Director's Report should be used with the initial employment action (i.e. administrative leave with or without pay, suspension pending investigation, etc.).

Please ALWAYS submit a Final Director's report regarding the final employment action (i.e. 3 day suspension, 10 day suspension, retirement, resignation, termination, etc.).

Make sure that you are using the most updated version of the Initial Director's and Final Reports.

### What Type of Misconduct Requires a Report to the State?

If a licensed educator has been suspended, dismissed, or has resigned following misconduct that could lead to licensure action, they must be reported. Suspension includes when an educator is placed on administrative leave (with or without pay). Dismissal includes when an educator is non-renewed. Retirement amidst misconduct in lieu of termination, should be reported as well.

Licensure Issues<sup>2</sup> - *Report IS REQUIRED under Board rules (NOT an exhaustive list):*

1. Inappropriate relationship with a student
2. Inappropriate communication with student (explicit and non-explicit) (NOT an exhaustive list of examples)
  - a. Texting (in violation of a school or LEA communications policy)
  - b. Cursing at students
  - c. Being sexually suggestive
  - d. Talking about personal romantic relationships with students

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<sup>1</sup> This flyer is intended as a quick reference sheet only. Please refer to State Board rule [0520-02-03-.09](#) for a full list of requirements.

<sup>2</sup> This list is not exhaustive, please refer to board rules noted in Footnote 1 for a full list or contact State Board attorneys using the contact information below.



3. Inappropriate physical contact with students (with or without harm) (NOT an exhaustive list of examples)
  - a. Sexual in nature (kissing, sexual touching, etc.)
  - b. Hitting student (using hand(s), objects, etc.)
  - c. Placing student in an improper restraint hold
4. Drinking/in possession of/under influence at school or school related activity
5. Test security breaches
6. Felony convictions
7. Leaving classroom or students unattended
8. IEP issues (Failing to document properly, not holding meetings, falsifying documents, etc.)
9. Inappropriate use of school property (looking at pornography on school computer, etc.)

Employment/Personnel Issues – Report IS NOT required under Board rules.

1. Tardiness
2. Relationship with coworker
3. Insubordination
4. Missing days at work
5. Poor classroom management
6. Failing to submit grades in a timely manner

The following page contains the discipline matrix from [State Board rules](#). This matrix details the types of educator misconduct that could warrant licensure action and the range of potential licensure discipline that could be imposed by the State Board.

**Tips/Tricks for Reporting in TN Compass**

- Please refer to the [step by step guide](#) on how to submit reports and investigative materials through TN Compass.
- The process of how to submit reports DOES NOT change what needs to be submitted. Both an Initial Director's Report and Final Report need to be submitted to the Board, along with any investigative materials.
- When possible, submit all documentation (initial director's report, final report, investigative materials) in one hold request for a single incident of educator misconduct.
- If you are submitting all investigative materials with reporting forms, please note such on the Final Reporting form.
- If all documentation regarding a single incident of educator misconduct cannot be submitted in one hold request, first check to see if a hold is on said educator's license; if so, add additional documentation using the edit button on the hold and attaching additional documentation. If there is no hold, submit a second hold request with all additional documentation.
- If you have to submit more than one hold request for the same educator regarding the same misconduct, only one hold request will be approved. You will receive a denied hold request email regarding the additional submissions.
- Do NOT change the Hold Reason. It will always be "Reported by LEA."



- The secondary hold reason should match the circled allegations of misconduct from the Initial Director's Report.
- You MUST attach at least an Initial Director's Report when submitting a hold request.
- Preserve all video evidence, where applicable, and contact Christie White with the State Board for submission of any video evidence to the State Board.

When in doubt about whether to submit a report, contact Brittani Kendrick ([Brittani.C.Kendrick@tn.gov](mailto:Brittani.C.Kendrick@tn.gov) or 615-741-4928) at the State Board of Education.

When in doubt about how to submit a report, contact Christie White ([Christie.White@tn.gov](mailto:Christie.White@tn.gov) or 615-507-6979) at the State Board of Education.